

NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

May 19, 2016

1. Call to order: President Michael Dawson called the meeting to order at 4:35 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Michael Dawson, Michael Dutton, Chuck Flippo, Girard Galvin, David Gordon, Linda Martin, Susan McCoy, Justin McLaughlin, David Reed, and Library Director Anne Shepherd.

Excused: Jennifer Booth, Rita Slom, Jessica Walsh

Absent: Angel Gonzalez

2. Amendment to the agenda:

There were no changes or additions to the agenda.

3. Secretary's Report:

Susan McCoy asked for changes or additions to the April 21, 2016 Board meeting minutes. Hearing none, she asked for a motion to accept the minutes as presented

David Gordon made a motion to accept the minutes as presented. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Linda

Martin, Susan McCoy and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

4. Finance Committee Report:

a. Financial Statement for April 2016:

The financial statements for April 2016 were reviewed. Michael Dutton reported that investment income rose is up 1.3% year to date. Income rose over budget with expenses up, mostly for library renovations. The city grant for renovations to the lower level of the library has almost been spent. The final quarter of the state grant in aid has been received completing the full amount for the fiscal year.

5. Building and Grounds Report:

David Reed reported that a circulator pump is let go in the machine room and caused flooding. Property maintenance staff kept the damage to the Library to a minimum.

6. Financial Development Committee report:

Susan McCoy reported that there are event 32 sponsors this year. More volunteers are needed to sell raffle tickets in the Library's parking lot lobby.

7. Director's Report:

Anne Shepherd reported that this year's Adult Summer Reading theme is "Exercise Your Mind". Local businesses will be performing free exercise and yoga classes in the park for those who want to participate.

Rogers High School students have volunteered to design the flowers for the new planters for the Friends Bookstore.

Interviews for Head of Collection Management begin next week. Seven candidates have been selected for interviews.

8. Old business:

a. Renovation update:

Renovations to the exterior of the Friends Bookstore have begun including new planters and book and magazine displays. New tables and chairs have been installed in the lobby.

b. Board Nominees:

Linda Martin reported that she has a list of 5 candidates for nomination to the Board. Three trustees are finishing their second terms including the Secretary as well as three vacancies. Nominations are announced at the July meeting. Voting takes place at the annual meeting in September.

9. New business:

a. FutureVision:

FutureVision is the name for the forum being used to collect information from the community for the Library's Long Range Plan. There will be three forums in June: one in the morning, one in the evening and one on Saturday. Anne Shepherd asked that Board members plan to attend at least one.

b. Unique Management:

Anne Shepherd asked the Board to consider a solution for the continuing problem of unreturned library materials. Unique Management is a collection agency strictly for libraries using a “soft” approach. Patrons with long overdue materials who have not responded to conventional correspondence will be contacted by the company to return the materials or pay the cost of the items with no fines. No response will affect their credit scores. Several libraries in the state are using Unique Management with good results. The Board tabled the vote until next Board meeting.

c. 3-D Room policy:

Now that the Maker Space Room is up and running, a policy has been written to set guidelines for usage of the room and equipment. David Reed made a motion to accept the 3-D Room policy. Susan McCoy seconded the motion. Michael Dawson, Michael Dutton, Girard Galvin, David Gordon, Linda Martin, Susan McCoy and David Reed voted for the motion. There were no votes against. The vote was unanimous. The motion carried.

10. Adjournment:

The meeting was adjourned at 5:20 pm

The next meeting is scheduled on June 16, 2016.